ER-Class Numbering Code for Supplier-Written Manuals

DOCUMENT IDENTIFIER: A-DG-ELEN012-12-0000 Rev A, 10-Mar-1992

ABSTRACT: This standard establishes the method of assigning ER class-code part numbers to supplier-written documentation.

APPLICABILITY: This standard applies to all those Digital individuals and organizations involved in supplier-written documentation.

STATUS: APPROVED 10-Mar-1992; use VTX SMC for current status.

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1 VES Documentation Part Number 2

1 INTRODUCTION

This guide defines the assignment conventions for supplier-written hardware option manuals. These manuals are identified by the ER part number classification.

1.1 SCOPE

This guide clarifies the definition of ER-class parts for supplier-written manuals. The definition and procedures described apply to Digital worldwide.

1.2 CONTROL OF STANDARD

The control and ownership of the guide will reside with the Corporate Vendor Equipment Services (VES) group in conjunction with the Publishing and Circulation Services (P&CS) third-party documentation administrator.

1.3 EFFECTIVE DATE

All manual numbers assigned for VES products after January 31, 1992 are required to meet the conventions documented in this guide.

Numbers that have been assigned prior to January 3, 1989 will not be changed but follow the basic 2-5-2 numbering scheme.

1.4 RESPONSIBILITIES

1.4.1 Part Number Requesters

Requesters of ER-class part numbers are responsible for providing information as indicated in the assignment process to ensure proper numbering conventions are used. Additional information may be requested to ensure proper procedures are followed. This process is to avoid duplicate-numbering requests for manuals supporting the hardware options.

1.4.2 P&CS Group

The P&CS administrator will input the requested ER number into the corporate data base and ensure no duplicate numbers exist. The number will then be acknowledged to the requester for processing documentation. Back orders will be filled by Digital Equipment Corporation at Northboro (NR02).

1.4.3 VES ER Identification Administrator

The responsibility for the assignment of the ER-class part numbers will reside with the VES administrator. The administrator will screen and process requests from the the following authorized requesters: Business Management Group (BMG), Digital Assisted Services (DAS), and Storage and Information Management Group based on Category A and Category B products only. The requests will then be sent to Digital Equipment Corporation at Northboro (NR02) for confirmation.

1.4.4 P&CS ER Identification Confirmation

The P&CS administrator will acknowledge ER part numbers within a 3-working-day time frame to the requestor at Northboro. If in the case of the U.S. Area, stocking of the document is necessary, the VES administrator will then create an internal purchase requisition, conforming to the supplier documentation submission guidelines, and forward the order request to P&CS for their supplier documentation order.

2 DEFINITION AND CLASSIFICATION

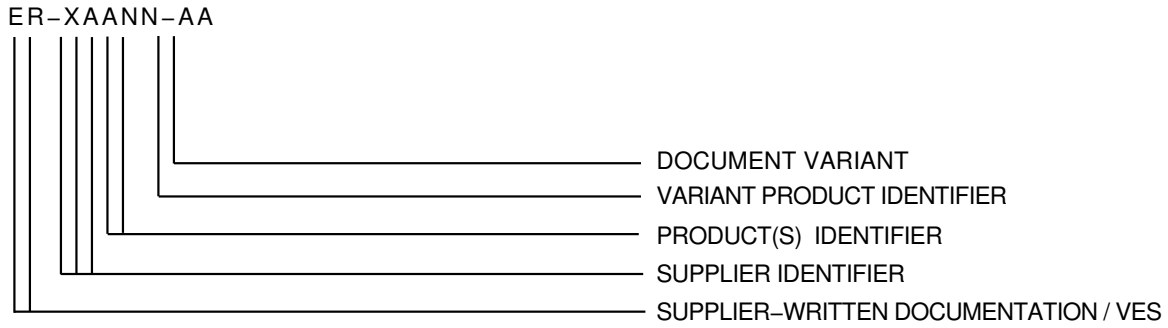
ER-class part numbers are assigned to supplier manuals to provide the field with a numbering scheme to track and order supplier documentation. The number scheme will ensure documentation orders and charges are billed appropriately to restricted Digital Service (DS) cost centers.

2.1 VES Documentation Part Identification

VES/P&CS uses the standard 9-character 2-5-2 part number as stated in *DEC STD 012-0 Part Identification Standard*.

The basic 5-character field identifies the supplier, product type, and version of the manual.

Figure 1: VES Documentation Part Number



KEY:
A = ALPHABETIC
N = NUMERIC
X = ALPHANUMERIC
ER = SUPPLIER–WRITTEN DOCUMENTATION

2.1.1 VES ER Part Number (ER-xxxxx-xx)

The first 2 character field or prefix is ER. This code identifies the manual as a VES/DS hardware technical document. This part class code assignment stated in *DEC STD 012-2 Unified Numbering Code for Part Identifier Class Codes*.

2.1.2 VES Supplier Identifier (ER-XAAxx-xx)

The first 3 characters in the part basic contain letter (A to Z) that identify the supplier. Exceptions to this format is supplier code such as 3PM. Supplier codes must be unique to each supplier.

2.1.3 VES Hardware Product Identifier (ER-xxxNN-xx)

The next 2 characters are based primarily on the DS Labor Activity Reporting System (LARS) option identifer. These 2 characters can be a combination of numerics and letter-numerics. This sequential code identifies the hardware option of the supplier products and/or its variants.

2.1.4 Variant Product Group Type (ER-xxxxx-Ax)

This first character of the part variation is the product's variant scheme that indicates the first variant of the product. This type is based on the FS-class basic option identification number.

2.1.5 Supplier Manual Variant (ER-xxxxx-xA)

The second character of the part variation indicates the version of the manual. This type is based on the next sequential letter describing the version of the manual. A numeric could be used if necessary (2 to 9). *Do not use 0 or 1*.

3 ASSIGNMENT PROCESS

3.1 Making the Request

All requests for ER number assignments should be made in writing to the Serviceability and Process Engineering (SPE) administrator using electronic mail (E-mail), Interoffice, External Mail, or FAX. Phone requests will not be honored.

3.1.1 Contents of the Request

U.S. Area requests must contain the supplier's name, supplier document number, address, contact name, phone number, and price of the manual. There must be a FS number based on *Category A* or *B* to request an ER number. Refer to *DEC STD 012-11 Unified Numbering Code For Vendor Equipment Services (VES)* for information on FS numbers.

3.1.2 Request Authorization

The VES administrator will first verify the FS class option number, the product status and its category and will create an ER number for the support documentation. There may be multiple FS option numbers describing the manual. One FS part number will be chosen, usually the first basic number.

3.1.3 Copyrights

A copy of the Business Order Agreement (BOA) page stating Digital's right to copy must be submitted by the business manager to the P&CS administrator. If there are no copyrights for a supplier in the BOA, the manual must be purchased from the supplier and not copied.

3.2 DATA ENTRY

The P&CS administrator will input the ER number into the corporate data base, Automated Part/Product Information Exchange (APPIX), to ensure there are no duplicates of the part number. The ER number(s) will then be entered into the P&CS system.

3.3 ACKNOWLEDGEMENT

The acknowledgement of the ER part number will be returned to the original requester within 3 working days. Acknowledgement of the purchase order number will be returned to the requesters within a 3-working-day time frame of the placement of the order with the supplier of the manual.

3.4 REPORTING

The P&CS administrator will be responsible for updating VES administrator on the stock status each month. The usage reports will be also sent on a quarterly basis to the VES administrator reflecting inventory levels and costs.

3.5 CONTRACTS ADMINISTRATION

The Contracts Administration group controls and reports on the list of all BOAs in effect. The VES administrator must have a copy for verification of supplier contracts.

APPENDIX A REFERENCED DOCUMENTS

A.1 EL-Class Digital Documents

EL-Class Number	Document Title
EL-00012-00	*DEC STD 012-0 Part Identification Standard*
EL-00012-02	*DEC STD 012-2 Unified Numbering Code for Part Identifier Class Codes*
EL-00012-11	*DEC STD 012-11 Unified Numbering Code for Vendor Equipment Services (VES)*

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